ATTAINMENT'S

LOOKING for WORDS in ALL the right places!

USER'S GUIDE

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Looking for Words is a community exploration program that engages reasoning skills while building vocabulary and enriching reading competence.

Students can explore three inviting environments: **Community, Home** and **School.**

In **Browse** mode, students navigate through the environments to become familiar with objects in different surroundings.

In **List** mode, students must search for specific objects in their appropriate surroundings.

Student progress can be tracked and printed. Vocabulary word pages can be printed to promote continued practice away from the computer.

INSTALLATION AND LAUNCH
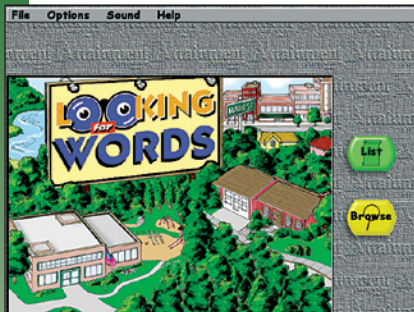
Looking for Words can run directly from the CD or may be installed to your hard drive. The program must be installed to run without the CD.

Windows

An **AutoPlay** menu appears when you insert the Looking for Words CD. Choose **Install** and follow the on-screen instructions to install the program to your hard drive. If you prefer to run the program from the CD, click the **Run** button. If the AutoPlay menu does not automatically appear, select **Start** then **Run** and type **D:\Autoplay.exe.**

Macintosh

A window displaying program icons will open when you insert the **Looking for Words** CD. If this does not happen, double click the CD icon on the desktop. Choose either the **Install** icon to begin installing the program to your hard drive or double click the **Looking for Words** icon to run the program from the CD.

When **Looking for Words** is launched the title screen appears. Click the **Browse** button to enter Browse mode or the **List** button to enter List mode.

Browse Mode

Browse mode allows students to explore the environments and become familiar with the vocabulary objects within them.

Select an environment to explore by clicking the image of the **School, Home** or **Community**. The images become highlighted when the mouse moves over them.
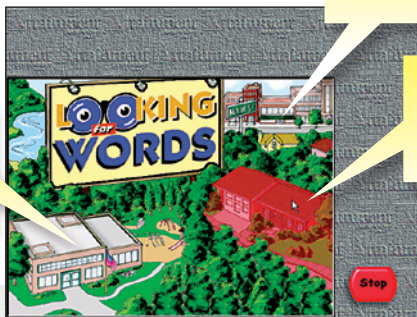

Community Environment

Home Environment (highlighted)

**School Environment**

Many objects become animated or play sound effects when they are clicked. (Sound effects can be disabled through the **Option Settings,** *see page 9*).

Some objects are transition objects. Clicking a transition object takes you to a different page or environment. For example, in the **Community** on **School Street,** clicking the school building takes you to the **School** environment. Clicking the school doors takes you to the **Office** page within the School. Transition objects **are not** customizable through the vocabulary settings.
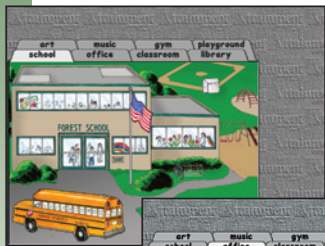
You can return to the environment selection screen by clicking on the **yellow button** in the lower right corner of the screen. Once you are back at the environment selection screen you may return to the title screen by clicking the **Stop** button.
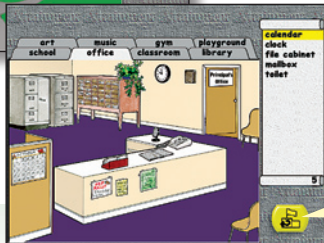
Yellow button returns you to environment selection screen.

The goal in **List** mode is to locate specific objects which appear in a word list on the right side of the screen.

Navigate through the environments to select the item that matches the highlighted word on the list. If the correct object is selected, the program responds with positive reinforcement. If an incorrect object is selected, you are allowed to try again. (If the **Allow Three Strikes** option is enabled, you are only allowed three attempts to find and select the highlighted word. After three strikes, the highlighted word is removed from the list. *See **Option Settings**, page 8.*)

To change the highlighted word in the word list, use the mouse to click on the desired word.

The word list is generated from the selected words on the **Vocabulary Options** screen.

Results of a student's effort in **List** mode can be tracked and documented *(see **Logging**, page 12)*.
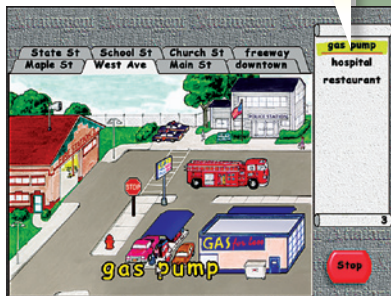
Looking for Words can be tailored to make the program more challenging. To access the program settings screen, choose **Settings** from the **Options** pull-down menu on the title screen.

List Mode Options

Stop Sign: When enabled, a Stop Sign will appear on the first **List** mode screen to allow users to exit before all words on the list have been located.

Selected Word First: When enabled, users must find the object matching the highlighted word on the list. When this option is disabled, users can find any word on the list, regardless of which word is highlighted.

Allow 3 Strikes: This option is available only when the **Selected Word First** box is checked. When enabled, the program limits the user to three attempts to find the object matching the highlighted word. If the object is not found within three attempts, the highlighted word is removed from the list.
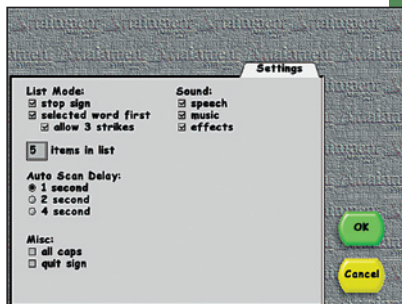
Items in List: The default is 5 items. With longer lists, a scroll bar will appear on the right side of the list if all words are not visible.

Auto Scan Delay: Scanning allows for easy program navigation using single switch devices or the keyboard instead of the mouse. Select the Auto Scan Delay between 1, 2, and 4 seconds.

Miscellaneous Options

All Caps: When enabled, vocabulary words on the word list and the words that appear at the bottom of the screen when an object is selected will appear in all capital letters. **Note:** Enabling this setting may prevent some words from appearing on the word list if they become too long to be displayed.

Quit Sign: Enable to place stop sign on the title screen. This gives users an easy way to exit the program. Another way to exit the program is to select **Quit** from the **File** pull-down menu on the title screen.

Sound Options:

Speech, Music and Sound Effects: Enable or disable the sounds played throughout the program. The sound options are also available directly from the **Sound** pull-down menu on the title screen.

OPTIONS - VOCABULARY

Use the **vocabulary options** to control which words are viewable, clickable, or listed in the word list. Select **Vocabulary** from the **Options** pull-down menu on the title screen.

Start by selecting the active environments using the **Home, School** and **Community** check boxes in the bottom left corner of the screen.

Each environment has eight *"pages"* listed in the **Pages** list. Use the check boxes to the left of the titles to enable or disable individual pages.

Each page contains a varying quantity of vocabulary words displayed in the word list on the right side of the screen. Each word can be configured in one of the following ways:
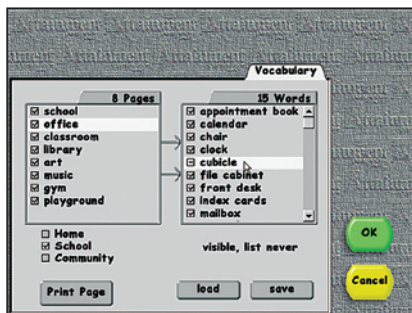

Visible, List Random:
The object is visible and appears randomly on the word list.

Visible, List Always:
The object is visible and always appears on the word list.

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Visible, List Never:
The object is visible, but never appears on the word list.

Not Visible:
The object is not visible and never appears on the word list.

Visible, Not Clickable:
The object is visible, but not clickable and never appears on the word list.

Click on the word or check box next to the word to cycle through the settings. The check box changes to indicate the current setting. The description of the current setting is shown below the word list.

Vocabulary options can be saved for future use by clicking the **Save** button. Click the **Load** button to retrieve a previously saved list. Delete saved lists using the **Delete** button on either the **Load** or **Save** screens. Select **Print Page** to continue vocabulary practice away from the computer, select **Print Page** to print an image of the highlighted page and its corresponding selected words.

Click **OK** to activate current vocabulary choices or **Cancel** to exit.

LOGGING

Before student progress can be tracked, the student must be selected on the Users screen.

Select **Users** from the **File** pull-down menu on the title screen. The user list appears on the left side of the screen. To add a user, type the name in the space provided and click the **add** button. To remove a user, highlight the name on the list and click the **delete** button.

To track progress for a user, highlight the name on the list and click the **OK** button. Click the **none** button if no logging is desired.

Results of current and previous student sessions may be viewed and printed from the **User Log** screen. Select **View User Log** from the **File** pull-down menu on the title screen. Select a student from the **User Names** box. A record of all logged sessions for that user appears in the **Result Log** box. Click the **Print** button to send the **Result Log** to your printer.

Looking for Words is compatible with alternative input devices such as single switches, touch screens, and IntelliKeys®.

Switches and Scanning
Scanning functionality is always enabled. Speed adjustments can be made in the Settings screen *(see page 8)*. Some screens, such as Options, do not scan.

Single Switch Auto Scanning: Activate auto scanning with a space bar keystroke and make selection with a second space bar keystroke.

Two Switch Auto Scanning: Activate auto scanning with a space bar keystroke and make selection with an Enter/Return keystroke.

Two Switch Manual Scanning: Directional left and right arrow keystrokes are used to manually step through the scanning cycle. Selection is made with an Enter/Return keystroke.

IntelliKeys®
The correct overlay file is automatically sent to the IntelliKeys® keyboard, if properly installed on your computer. The IntelliKeys® overlay for Looking for Words is sold separately. Please contact Attainment Company, Inc., for more information on ordering.

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If you have a problem running **Looking for Words,** please call Attainment Technical Support. If possible, be near your computer while we discuss solutions. You can speed the process if you collect some basic information ahead of time:

- Note the error and type of error message, if any.

- What triggers the problem?

- Can you duplicate the problem?

- Macintosh system version or Windows version?

- The amount of available RAM.

Technical Support is available weekdays from 9am–5pm (CST)

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